

APVG-GC

Date \_\_\_\_\_

MEMORANDUM FOR HOUSING MANAGER

SUBJECT: Notification of Extended Stay of Family Member/Guest in Quarters During Spouses Deployment

I \_\_\_\_\_, of \_\_\_\_\_ would like to notify housing  
(Sponsors Name and Rank) (Quarters Address)

that my/my spouse's \_\_\_\_\_ (mother, father, etc) whose name is \_\_\_\_\_ will  
reside at above stated quarters until my spouse returns or sooner.

I understand we are fully responsible for any actions or damages caused by our guest.

All residents and guests will comply with all of the military installations rules and regulations. I understand this action does not entitle me to an authorization for additional bedrooms.

The guest will be arriving on \_\_\_\_\_ and plans to depart on \_\_\_\_\_  
(Arrival Date) (Departing Date)

\_\_\_\_\_  
(Occupant Signature/Date)

\_\_\_\_\_  
(Rear Detachment or Unit Commander Signature/Date)

\_\_\_\_\_  
(Housing Office Manager/Date)